

## **BROOKINGS COUNTY PLANNING & ZONING COMMISSION**

### **MINUTES OF APRIL 7, 2020    REGULAR PLANNING & ZONING MEETING**

The Brookings County Planning & Zoning Commission met at their regular meeting on Tuesday, April 7, 2020. Modified meeting practices were used due to the global pandemic of COVID-19. Attendance for meetings to be via phone or for those in attendance the CDC recommended guidelines were followed in the Commission Chambers. The following members were present: Mike Bartley, Chad Ford, Darrel Kleinjan, Darrell Nelson, Randy Jensen, Kyle Vanderwal and alternate board member Roger Erickson. Members that phoned in were: Michael McHugh, Tom Davis, and alternate board member Spencar Diedrich. Absent was: Terrell Spence. Also present were: Deputy Director Richard Haugen and County Development Director/Emergency Manager Robert Hill.

#### **CALL TO ORDER**

Haugen called the meeting to order at 8:01 PM

#### **ITEMS TO BE ADDED TO AGENDA BY COMMISSION MEMBERS OR STAFF.**

None added.

#### **ELECTION OF OFFICERS.**

Haugen opened up nominations for chairperson.

(Kleinjan/Bartley) Motion to nominate Ford as Chairperson for the rest of 2020.

(Bartley/Kleinjan) Motion to appoint Chad Ford as Chairperson. Roll call vote: Bartley-aye, Davis-aye, Nelson-aye, Kleinjan-aye, Ford-aye, Jensen-aye, McHugh-aye, Vanderwal-aye, Erickson-aye. **MOTION CARRIED.**

(Davis/no second) Motion to nominate Diedrich as Vice Chairperson for the rest of 2020.

(Ford/Bartley) Motion to nominate Kleinjan as Vice Chairperson for the rest of 2020.

(Bartley/Vanderwal) Motion to appoint Darrel Kleinjan as Vice Chairperson. Roll call vote: Davis-aye, Nelson-aye, Kleinjan-aye, Ford-aye, Jensen-aye, McHugh-aye, Vanderwal-aye, Erickson-aye, Bartley-aye. **MOTION CARRIED.**

Haugen turned meeting over to new Chairman Ford.

#### **INVITATION FOR CITIZENS TO SCHEDULE TIME ON AGENDA FOR ITEM NOT LISTED.** *Time limited to 5 minutes per person to address the board.*

No one scheduled time to address the board.

#### **DISCLOSURE OF CONFLICTS OF INTEREST**

None.

**APPROVAL OF MINUTES – (Due to lack of agenda items a March 3, 2020 regular meeting was not held.)**

(Bartley/Kleinjan) Motion to approve the February 4, 2020 Meeting Minutes. Roll call vote: Bartley-aye, Davis-aye, Nelson-aye, Kleinjan-aye, Jensen-aye, McHugh-aye, Vanderwal-aye, Erickson-aye, Ford-aye. **MOTION CARRIED.**

**APPROVAL OF AGENDA**

(Davis/Erickson) Motion to approve the agenda for the April 7, 2020 Meeting. Roll call vote: Nelson-aye, Kleinjan-aye, Jensen-aye, McHugh-aye, Vanderwal-aye, Erickson-aye, Bartley-aye, Davis-aye, Ford-aye. **MOTION CARRIED.**

**CONVENE AS BROOKINGS COUNTY PLANNING & ZONING COMMISSION**

**CONSIDERATION OF PLATS**

**2020PLAT005**

For property described as "Plat of Lot 10 in Block 1 in Paradise Point Addition in Govt. Lot 2, Section 22, T112N, R47W of the 5<sup>th</sup> P.M., Brookings County, South Dakota." Submitted by Lake Dreams, LLC. Plat of a re-platted individual lake lot that was originally platted and approved by Zoning Commission on November 1<sup>st</sup>, 2005.

(Bartley/Kleinjan) Motion to approve the plat. Roll call vote: Jensen-aye, Erickson-aye, McHugh-aye, Bartley-aye, Davis-aye, Vanderwal-aye, Nelson-aye, Kleinjan-aye, Ford-aye. **MOTION CARRIED.**

**2020PLAT006**

For property described as "Plat of East Water Tower Addition in the E1/2 SE1/4, Exc S880' Thereof, and Exc N33' Highway ROW thereof, in Section 23, T110N, R51W of the 5<sup>th</sup> P.M., Brookings County, South Dakota." Submitted by Gary W. Jensen. Plat of 1.16 acre parcel that adjoins the south city limits of Volga. Area to be annexed into the City of Volga in the near future. Platting is the first step in preparation for annexation as it gives the property a legal description. If the area is not annexed, a residence cannot be built on the property as it does not meet the size requirement.

(Nelson/Kleinjan) Motion to approve the plat. Roll call vote: Erickson-aye, Bartley-aye, Davis-aye, Nelson-aye, Kleinjan-aye, Jensen-aye, McHugh-aye, Vanderwal-aye, Ford-aye. **MOTION CARRIED.**

**2020PLAT007**

For property described as "Plat of Lots 1, 2, 3, 4, 5, 6, 7, 8A & 9A in Cedar Pointe Addition in Govt Lot 3 of the NW1/4 Section 28, T109N, R50W of the 5<sup>th</sup> P.M., Brookings County, South Dakota." Submitted by Keith Rounds. Plat of Lake-Park District lots that exceed the 20,000 sq. feet lot requirement. The utility easement was increased from the required 10 feet to be 30 feet. Lots 8A and 9A were re-platted to show the increased utility easement.

(Davis/Nelson) Motion to approve the plat. Roll call vote: Bartley-aye, Davis-aye, Nelson-aye, Kleinjan-aye, Jensen-aye, McHugh-aye, Vanderwal-aye, Erickson-aye, Ford-aye.

**MOTION CARRIED.**

#### **2020PLAT008**

For property described as "Plat of Block 21; Block 22; Block 23; Silverthorne Circle; and Castle Rock Circle of Timberline Addition, in the E1635' of the N1/2 of the NW1/4, Except Clites Addition, and Except the E264' therefor, in Section 34, T110N, R50W of the 5<sup>th</sup> P.M., Brookings County, South Dakota." Submitted by Gerard and Jean Moriarty. Plat of 20.7 acre parcel making up three tracts that adjoin the Timberline Addition. Application will be submitted to annex area into the City of Brookings in the future. If annexation does not proceed, a residence cannot be built on any of the blocks as they do not meet the acreage size requirement.

(Kleinjan/Vanderwal) Motion to approve the plat. Roll call vote: Vanderwal-aye, Erickson-aye, Bartley-aye, Davis-aye, Nelson-aye, Kleinjan-aye, Jensen-aye, McHugh-aye, Ford-aye. **MOTION CARRIED.**

#### **2020PLAT009**

For property described as "Plat of Lot 1 of Richarz Addition in the SE1/4 of Section 35, T109N, R52W of the 5<sup>th</sup> P.M., Brookings County, South Dakota." Submitted by Marvin Richarz. Plat to divide off 15.0 acres farmstead and building site from the original 158.0 acres they own.

(Vanderwal/Nelson) Motion to approve the plat. Roll call vote: Kleinjan-aye, Nelson-aye, Jensen-aye, Erickson-aye, Bartley-aye, Davis-aye, McHugh-aye, Vanderwal-aye, Ford-aye. **MOTION CARRIED.**

#### **DEPARTMENT REPORTS**

Hill announced the Brookings County had 6 COVID-19 cases and 2 of those were now recovered. He urged everyone to follow CDC guidelines. He noted that the county offices were still open but locked with limited public access and the county was following the safe business practices and reducing or modify gatherings to be 10 people or less and maintain social distancing of at least 6 feet. He reminded the elderly and those with health issues to be extra cautious as it is a virus and can be spread before symptoms appear. Hill noted the county would re-evaluate as the May meeting approached.

Haugen noted and welcomed new board member Kyle Vanderwal that took the seat left when Kimberly Elenkiwich resigned from the board. He also noted the office was working on May meeting items and would be monitoring the COVID-19 status and any changes needed regarding meetings.

Bartley noted appreciation to all those in attendance and reminded everyone that there was the option to phone in if anyone wished to do so for future meetings during the health crisis.

April 7, 2020

Meeting Minutes DRAFT

**ADJOURN**

(Bartley) Motion to adjourn. All member voted "aye." **MOTION CARRIED.**  
Chair Ford adjourned the meeting at 8:37 PM.

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Rae Lynn Maher  
Brookings County  
Development Department